



City of Cedar Falls  
220 Clay Street  
Cedar Falls, IA 50613  
www.cedarfalls.com

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## NEW RENTAL / CHANGE OF OWNERSHIP APPLICATION

**Applicability:** Any property in the City of Cedar Falls that is to be used as a rental must first obtain a rental permit before rental occupancy can be granted. This application applies to both new rentals and registered rentals that are coming under new ownership. The application process varies depending upon the request and conditions of the property. Rental permits are not transferrable between property owners. The occupancy limits and processes outlined below are for single unit homes, two unit conversions, and new rental duplexes. Occupancy limits determined by this process do not apply to individuals under the age of 18.

**New Rentals:** Any new rental property may rent to two persons aged 18 years or older. For this level of occupancy a rental permit will be issued subject to passing a rental inspection. If a higher rental occupancy of three or more persons aged 18 years or older is desired, the request must first be reviewed and approved by the Group Rental Committee.

Note the rental code requires rentals to have hard surfaced driveways and parking surfaces.

**Change in Ownership:** Any rentals that were registered prior to August 19, 2014 will be reviewed at the time of sale/transfer to determine if that property's occupancy can remain at four persons aged 18 years or older or if a reduction to three is appropriate. This determination is based on the lot's carrying capacity (see attached diagram).

For registered rentals that cannot meet the criteria to remain at four persons aged 18 years or older at sale/transfer but wish to keep their higher occupancy OR for existing rentals that wish to increase their occupants to more than four persons aged 18 years or older, their request will need to be reviewed by the Board of Housing Appeals.

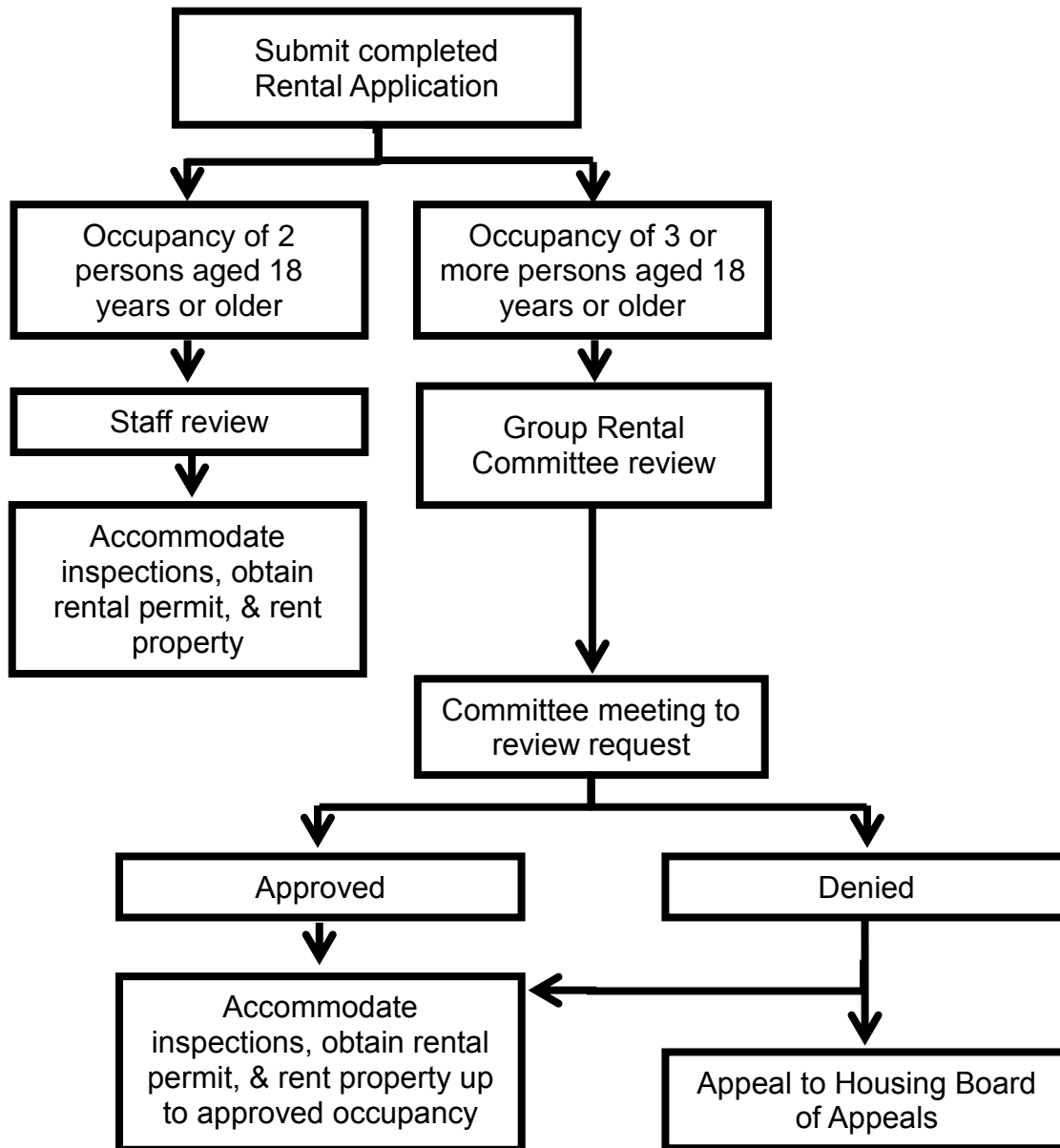
Rentals that are registered after August 20, 2014 will be reviewed at the time of sale/transfer by the Group Rental Committee if an occupancy higher than two persons aged 18 years or older is requested, despite any previous occupancy limit approvals by previous owners.

**Group Rental Process:** The Group Rental Committee meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month at 8:30 a.m. in the Duke Young Room located at Cedar Falls City Hall, 220 Clay Street. Rental applications received by noon on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month will be scheduled for a subsequent Group Rental Committee meeting. The rental permit is not transferrable to subsequent owners.

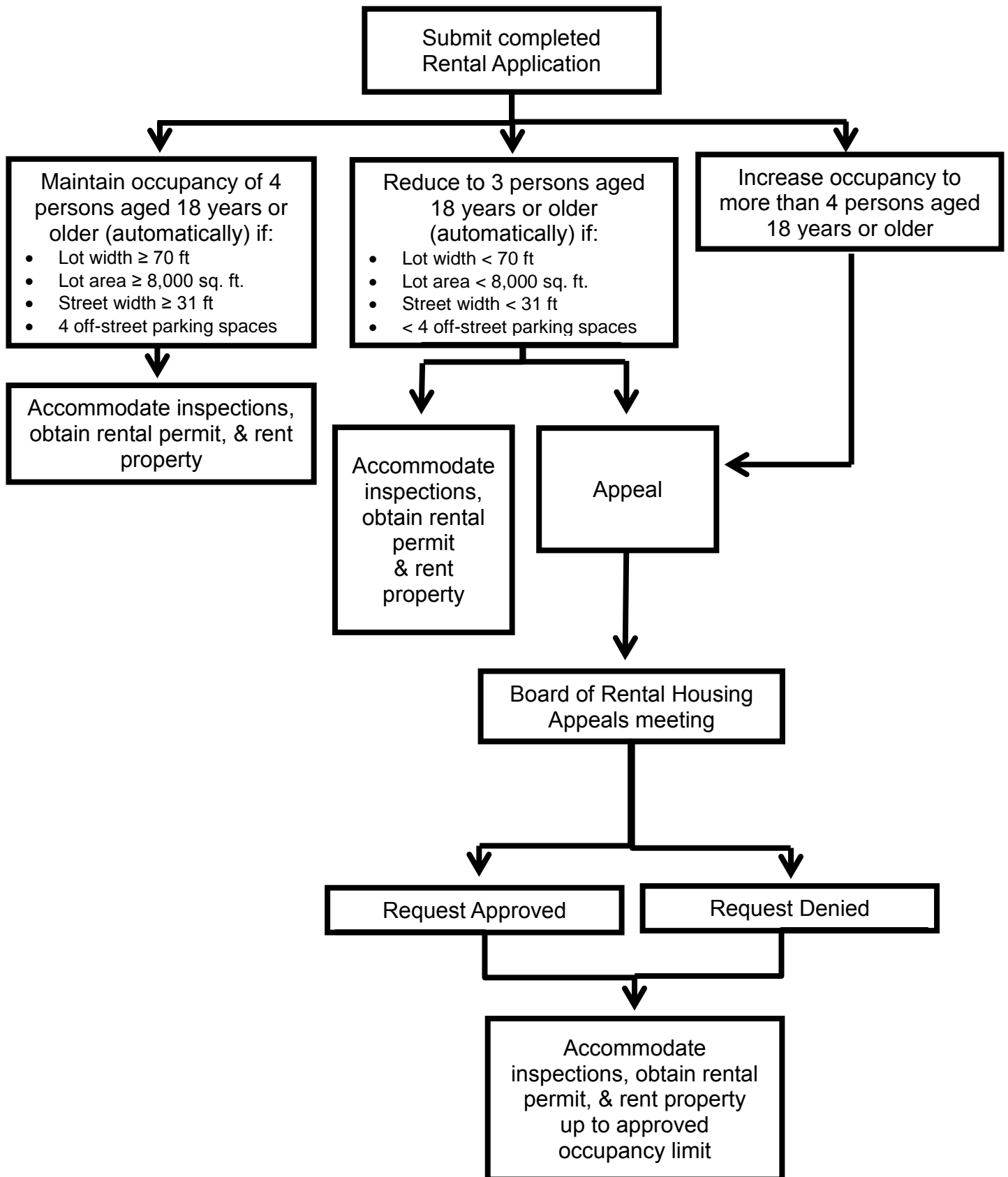
The process outlined in the attached diagrams must be completed before occupancy as a rental property. If you have any questions regarding the process for obtaining a rental permit, please feel free to contact the Planning & Community Services Division at 319.273.8600.

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New rentals OR change in ownership for rentals that are registered after August 20, 2014



Change in ownership for rentals registered prior to August 19, 2014



**Owner Information**

**Today's Date** \_\_\_\_\_

Owner's Name:			
Owner's Address:			
Phone:	Street	City, State	ZIP
E-mail:			

**Rental Property Manager Information** *(if different from owner and/or out of town owner)*

Manager's Name:			
Manager's Address:			
Phone:	Street	City, State	ZIP
E-mail:			

\*Property managers are preferred to be from the metro area.

**Rental Property Information**

Rental Property Address:			
Lot Size:*	_____ feet wide by _____ feet long		
Zoning:*	<input type="checkbox"/> R-1SF, Single Family Residence District <input type="checkbox"/> R-1, Residence District <input type="checkbox"/> R-2, Residence District <input type="checkbox"/> R-3, Multiple Residence District <input type="checkbox"/> R-4, Multiple Residence District <input type="checkbox"/> MU, Mixed Use Residential District <input type="checkbox"/> RP, Planned Residence District <input type="checkbox"/> Other: _____		
Number of Dwelling Units on the Property:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Other: _____		

\* Black Hawk County Assessor's website has this information: <http://www2.co.black-hawk.ia.us/website/bhmap/viewer.htm>

**Rental Property Information** (continued)

<p>Rental Use:</p>	<p><input type="checkbox"/> 2 persons aged 18 years or older</p> <p><input type="checkbox"/> 3 or more persons aged 18 years or older</p> <p><input type="checkbox"/> Registered rental (prior to 8/19/14) changing ownership  <input type="checkbox"/> 3 or <input type="checkbox"/> 4 or <input type="checkbox"/> 5 or more persons aged 18 years or older</p> <p>Occupancy limits do not apply to individuals under the age of 18.</p>
<p>Number of Persons Aged 18 Years or Older Requested for <u>Each</u> Dwelling Unit on the Property:</p>	<p>Unit 1: _____ persons aged 18 years or older  Address: _____</p> <p>Unit 2: _____ persons aged 18 years or older  Address: _____</p> <p>Unit 3: _____ persons aged 18 years or older  Address: _____</p> <p>If there are more units, please attach additional sheet providing all applicable information, as requested on other units above.</p>
<p>Description of Number of Bedrooms in each Unit</p>	<p>Unit 1: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5+ Bedrooms</p> <p>Unit 2: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5+ Bedrooms</p> <p>Unit 3: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5+ Bedrooms</p> <p>If there are more units or more bedrooms, please attach additional sheet providing detailed information.</p>
<p>Supplemental Materials</p>	<p>If this is a request for a new rental for 3 or more persons aged 18 years or older OR an registered rental that cannot meet the criteria to remain at 4 persons aged 18 years or older at sale/transfer but wishes to remain at 4 OR an rental wishing to rent to more than 4 persons aged 18 years or older; the following must be submitted with this application:</p> <p><input type="checkbox"/> Letter explaining the request.</p> <p><input type="checkbox"/> Photographs of the interior and exterior of each unit (jpeg or tif files).</p> <p><input type="checkbox"/> Detailed interior floor plan (including dimensions of each room) for each unit</p> <p><input type="checkbox"/> Detailed property sketch including aspects such as:</p> <ul style="list-style-type: none"> <li>• Locations and dimensions of: house, driveway, detached structures, etc, including distances from lot lines</li> <li>• Labeling of surfaces: gravel, paved, etc.</li> </ul> <p><input type="checkbox"/> List of rental properties owned or with ownership interest in Cedar Falls.</p>

\* Black Hawk County Assessor's website has this information: <http://www2.co.black-hawk.ia.us/website/bhmap/viewer.htm>

<p>Parking on the Property:</p>	<p>Garage: <input type="checkbox"/> Yes <input type="checkbox"/> No Garage size*: _____ feet wide by _____ feet long</p> <p>Is the entire garage available for tenant parking? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain: _____</p> <p>Driveway: <input type="checkbox"/> Paved <input type="checkbox"/> Granular Driveway dimensions: _____ feet wide by _____ feet long (length is measured to your property line, do not include approach/sidewalk)</p> <p>Are flare outs, side extensions or turn arounds present? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach a drawing with dimensions.</p> <p>Parking area/lot: <input type="checkbox"/> Yes <input type="checkbox"/> No Parking area/lot: _____ feet wide by _____ feet long Access to it is from the: <input type="checkbox"/> Street <input type="checkbox"/> Alley</p>
<p>Building Information</p>	<p>Heating appliance installed at the property that maintains 68°F throughout the unit: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

\* Black Hawk County Assessor's website has this information: <http://www2.co.black-hawk.ia.us/website/bhmap/viewer.htm>

**RENTAL REGISTRATION FEE**

*(Please do not include any secondary structures such as sheds or detached garages)*

1. Number of Rental Buildings	1 x \$75	\$75.00
2. Inspection Fee for 1 <sup>st</sup> Unit*	1 x \$50	\$50.00
3. Each additional unit within the same structure**	___ x \$20	\$_____

**Add lines 1 through 3**      Total Due:      \$\_\_\_\_\_

If an existing rental, last inspection date: \_\_\_\_\_ \*\*\*

When the rental unit passes inspection, a compliance sticker will be issued for your tri-annual rental permit. This will be provided at the time of your rental inspection.

**OWNER'S STATEMENT**

As owner of the above listed property, I wish to register this property as a rental.

I understand that payment is due at the time of registration. If the fees are not paid, the registration is invalid. I understand that my rental will be reviewed for zoning compliance. After this review, I agree to a rental inspection.

I understand that a re-inspection fee of \$40 will be charged if violations are not corrected on the return re-inspection date. If violations are corrected the \$40 fee will be waived. Additional fees will be charged for failed re-inspections.

I understand by occupying this structure with rental tenants without the proper rental permit and inspection by the rental inspector will result in a \$500 municipal fine by the city as stated in code section 14-74, 75, 76.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

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**OFFICE USE ONLY**

\_\_\_\_\_  
Zoning Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Maximum Number of Occupants allowed by Code.

\*The cost of rental inspection is \$50 for each structure including the first unit.

\*\*\$20 for each additional unit within the structure thereafter.

\*\*\* If inspection has been completed within the last 6 months the Inspection Fee will be waived. Contact Rental Inspector (273-8697) to confirm last inspection date.